

## 1.1 Lender Registration – FHA Connection

LASS is a secure, web-based system that contains sensitive financial and lending information. Due to this sensitive information, users must register for a secure HUD user ID in order to access LASS.

To obtain a secure HUD user ID, all lenders must go to FHA Connection to apply for an Application Coordinator ID or Standard User ID.

**Note:** Each lending institution may have up to two Application Coordinator Ids and an unlimited number of Standard Users.

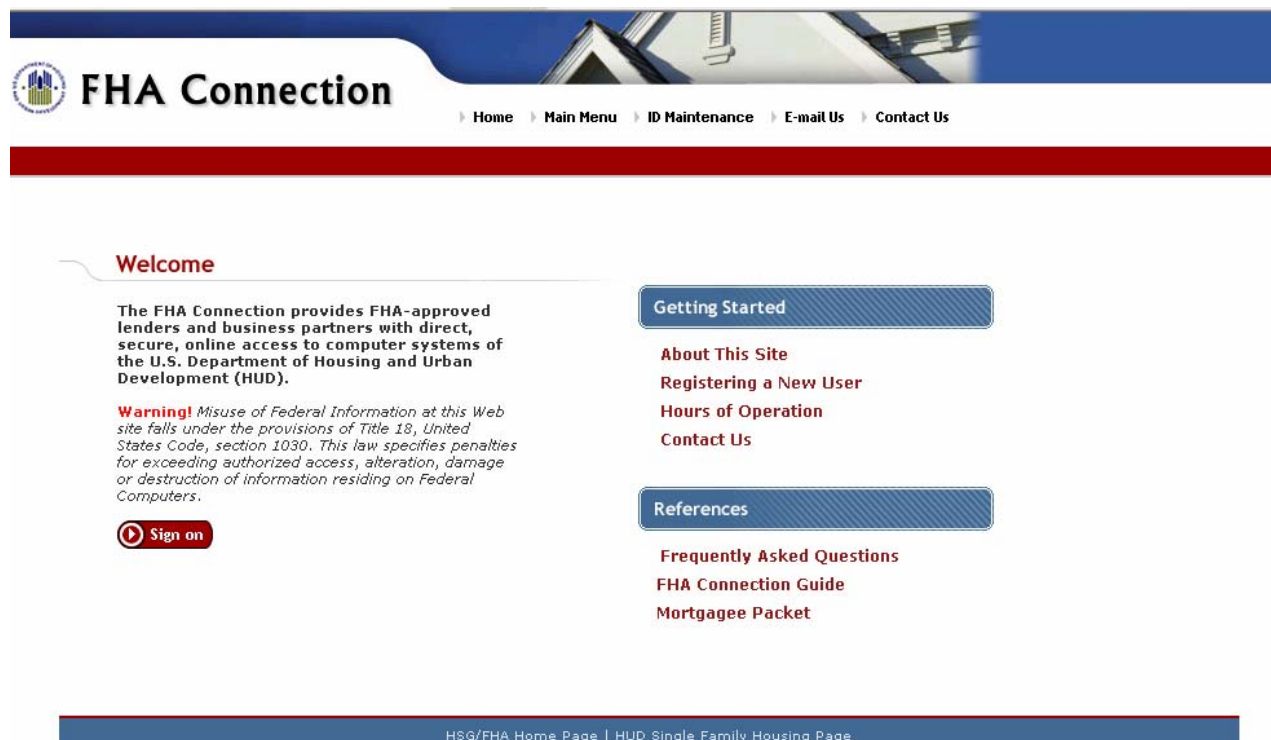
### 1.1.1 Application Coordinator ID Registration

The Application Coordinator will act as the administrator for FHA Connection. The person assigned the Application Coordinator ID will be responsible for assigning all roles within FHA Connection in order to successfully submit financials to HUD using LASS. LASS roles are defined in **Section 1.3 Role Code Definition & Assigning Roles** of this User Manual.

#### **Applying for an Application Coordinator ID:**

**Step 1:** Access FHA Connection by going to <https://entp.hud.gov/clas>

**Step 2:** Click on the ‘Registering a New User’ link. (See Below):



**Step 3:** Registration page will display. Click on the 'Application Coordinator Registration' link.

### Registering to Use the FHA Connection

An FHA Connection user ID and password are required to log on to the FHA Connection. To obtain an ID, an applicant must register according to the procedures defined for the user type. Refer to the table below.

Type of User	Registration
<ul style="list-style-type: none"> <li>FHA-approved Lender (Single Family or Multifamily)</li> <li>Service Bureau</li> </ul>	<p>The organization must designate an employee to act as an Application Coordinator. A maximum of two Application Coordinators are allowed. Application Coordinators maintain the FHA Connection user IDs for the entire organization (besides using the FHA Connection applications for which they are authorized). If the request for an Application Coordinator ID is approved, a notification letter disclosing the ID is mailed within 7 to 10 days to the organization's home office mailing address, to the attention of the organization's chief executive officer (CEO). Upon final approval by the CEO, the FHA Connection user ID is provided to the Application Coordinator.</p> <ul style="list-style-type: none"> <li>Prior to applying for an Application Coordinator ID, the applicant should verify the <a href="#">mailing address</a> HUD has on record for the organization to avoid possible mailing delays.</li> <li>An Application Coordinator applicant is required to complete the <a href="#">Application Coordinator Registration</a> form to obtain an FHA Connection user ID.</li> </ul>

Click Here

**Step 4:** Complete the form in its entirety. The applicant **MUST** check the 'Submitter' box under the Lender Assessment Subsystem for Title I, Title II, or both to gain access to LASS. (See below)

Authorization for Physical Assessment Subsystem Applications:

☐ Scheduler ☐ Single Family REO Inspection

Authorization for Development Application Processing Applications:

☐ MAP Discipline Assigner ☐ MAP User

Authorization for Lender Assessment Subsystem Applications:

☐ Submitter

Authorization for eLOCCS - Line of Credit Control Subsystem Applications:

☐ Query ☐ Administrator

Title I Lender ID:

Click Here

**Step 5:** Click 'Send' at the bottom of the page.

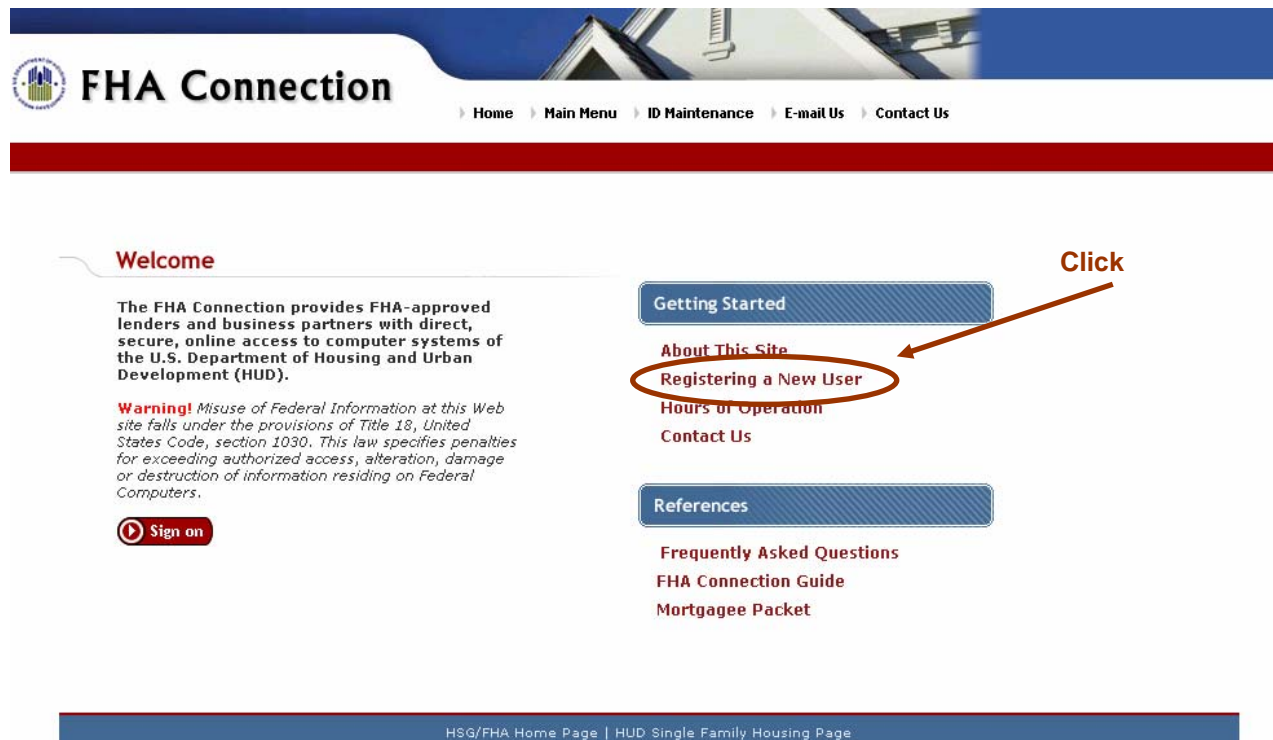
**Note:** Once the applicant has applied for the Application Coordinator ID, FHA Connection will send the information to the owner/comptroller of the company within 7 – 10 business days via regular mail. The password is not included in this packet so ensure the applicant remembers the password.

## 1.1.2 Standard User Registration

Standard Users have access rights to LASS that can only be granted by the Application Coordinator. In order to apply for a Standard User ID the firm must first have an Application Coordinator ID. Unlike the Application Coordinator, the Standard User does not have any administrative rights.

**Step 1:** Go to FHA Connection at <https://entp.hud.gov/clas>

**Step 2:** Click on the 'Registering a New User' link. (See below):



**Step 3:** Registration page will display. Click on the 'Standard User Registration' link. See below.

- Once the Application Coordinator receives an ID, other employees of the organization (Standard Users) can request FHA Connection user IDs for themselves by completing the Standard User Registration form.
- All registration forms are processed overnight. An e-mail message is sent to the e-mail address provided on the applicant's registration form notifying the applicant if an FHA Connection user ID was issued. If an ID was not issued, an explanation is provided.

Click here

**Step 4:** Fill out the form in its entirety. The applicant **MUST** click the checkbox next to Lender Assessment Subsystem for Title I, Title II or both.

Title II Lender ID:  Service Bureau:

<input type="checkbox"/> For CHUMS	<input type="checkbox"/> For Lender Approval	<input type="checkbox"/> For Home Mortgage Disclosure Act
<input type="checkbox"/> For Monthly Premiums	<input type="checkbox"/> For Delinquent Loans	<input type="checkbox"/> For Mortgage Record Changes
<input type="checkbox"/> For Claims Processing	<input type="checkbox"/> For SFPCS-U	<input type="checkbox"/> For Neighborhood Watch
<input type="checkbox"/> For Home Equity Conversion Mortgage Reports	<input type="checkbox"/> For MultiFamily Delinquency and Default Reporting	<input type="checkbox"/> For Physical Assessment Subsystem
<input type="checkbox"/> For Development Application Processing	<input type="checkbox"/> For Lender Assessment Subsystem	<input type="checkbox"/> For eLOCCS - Line of Credit Control Subsystem

Title I Lender ID:

<input type="checkbox"/> For Title I	<input type="checkbox"/> For Lender Approval	<input type="checkbox"/> For Home Mortgage Disclosure Act
<input type="checkbox"/> For Credit Alert Interactive Voice Response System	<input type="checkbox"/> For Lender Assessment Subsystem	

**Check here**

**Step 5:** Click 'Send' at the bottom of the page. A Standard User ID will be assigned, and the Application Coordinator of your organization will receive the user ID. The password will not be enclosed, so make sure you remember it.

**Note:** All lender id information is processed through FHA Connection. If you have not received your user id, you must contact FHA Connection at [SFADMIN@HUD.GOV](mailto:SFADMIN@HUD.GOV) or (202) 708-2121.